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Approved For Release 2002/08/06 : CIA-RDP78-04718A001300300034-9

6-0329

SEP 30 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT

: Administration of Travel and Transportation

REFERENCE

: Memorandum for the Assistant Director for Personnel from Deputy Director (Administration) subject as above, dated 1 April 1954

- 1. In order to assist the Chief of Logistics in the discharge of his responsibilities, as outlined in referenced memorandum, and to emable his Office to assist you in the fulfillment of your responsibilities and functions relating to travel, it is requested that the Chief of Logistics be furnished the following information on a monthly basis:
  - a. Mamber of persons traveling during the month.
  - b. Mumber and value of Transportation Requests issued for travel during the month.
    - c. Cash advances authorised for the shipment of baggage.
  - d. Monthly expenditures for transportation, broken down by carrier.
- 2. It is believed that the information requested above lends itself to a format which will make for ease in reporting. In this regard it is suggested that the two report forms attached hereto be considered and that any changes necessary be worked out between the Central Processing Branch of your Office and the Passenger Movement Branch of the Transportation Division, Logistics Office.
- 3. It is my view that this arrangement will enable both offices to better discharge their responsibilities. Any comments or suggestions which you may have will be appreciated.

L. K. WHITE Reputy Director (Administration)

2 Englosures:

Tab #1 - Demostic Travel Report Tab #2 - Foreign Travel Report

LO/TD/PAB/APR:le(14 Sept 1954)

Distribution: Release 2002/08/66LOCK LEDP78-04718A001300300034-9

Original - Addressee 1 - TD Rdr

Jul July

18 August 1954

## NEMORANDUM FOR THE RECORD:

SUBJECT: Hemorendum for the Assistant Director for Personnel from the Deputy Director(Administration), subject: "Administration of Travel and Transportation" with 2 Enclosures; Tab #1-"Domestic Travel Report" and Tab #2-"Foreign Travel Report".

- Subject memorandum is intended to clarify the responsibility of the Chief of Logistics over that part of the Central Processing Branch, Office of Personnel operation which has to do with the arrangements made for official travel and transportation.
- It is believed that if the Logistics Office is furnished the information asked for in the memorandum, in substantially the form requested, the Chief of Logistics will be better informed than at the present time and will be able to furnish more adequate technical guidance and supervision over transportation and travel matters as required by

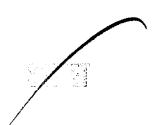
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- From the information contained on the proposed forms (Tabs #1 & #2) the Passenger Movement Branch of the Transportation Division will be able to determine whether or not established agency policies and procedures are being followed in the procurement and general administration of official travel. an analysis of the information contained on the report forms will indicate whether or not the overall business is being properly distributed among the carriers, whether or not Transportation Requests are being utilized for vouchered fund travel, and whether or not the most economical method of transportation is being used. A great deal of valuable statistical duta can also be prepared from the raw material contained in the two report forms.
- In the absence of direct supervision and control over the transportation activities carried out by the Central Processing Branch, I bolieve this arrangement will afford the logistics Office the best opportunity for technical and staff direction of travel and transportation matters.

Distributions

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